

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ACCOUNTING ANALYST

Role Title: Financial Services Specialist I

Position #:00230

Pay Band 4 Level III Hiring Range \$32,619 - \$52,000

Closing Date: May 2, 2016

Fiscal and Purchasing Division has unique opportunity for knowledgeable financial specialist to track, analyze and reconcile financial transactions for the Medicaid and MCHIP programs including monthly reconciliation between Medicaid Management Information Systems (MMIS), ORACLE and CARDINAL financial systems. This position reconciles program expenditures, performs complex accounting analysis, and coordinates with other accounting staff to insure necessary corrections are recorded in a timely manner. Also assists with preparation of various financial schedules for quarterly reporting. Applicants must have considerable knowledge of generally accepted accounting principles (GAAP) and practices. Requires knowledge of governmental accounting standards as related to financial accounting and reporting. Requires experience preparing complex general ledger account reconciliations and analyses with working knowledge of internal controls, work paper documentation, and cross-referencing principles. Must have working knowledge of automated systems such as mainframe computers and database concepts with demonstrated ability to maintain and trouble-shoot complex automated applications. Requires proficiency using spreadsheet, word processing, and database applications for the PC. Must have demonstrated ability to interpret policies and regulations and to implement them accurately and effectively. Requires demonstrated ability to analyze transactions and reach logical conclusions. Demonstrated ability to communicate effectively with the ability to establish and maintain cooperative working relationships with contacts throughout the agency. Bachelor's degree from accredited college or university with major coursework in finance or business administration preferred; equivalent relevant training and experience may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA